Manitoba

Annual Report 2000 - 2001

Civil Service Commission

April 1, 2000 - March 31, 2001

Includes 10% post-consumer waste

Manitoba

Rapport Annuel 2000 - 2001

Commission de la fonction publique

1er avril 2000 - 31 mars 2001

Includes 10% post-consumer waste

MINISTER RESPONSIBLE
FOR THE CIVIL SERVICE ACT

Legislative Building
Winnipeg, Manitoba, CANADA
R3C 0V8

His Honour
The Honourable Peter M. Liba, C.M.,O.M.
Lieutenant Governor of Manitoba
Room 235 Legislative Building
Winnipeg, Manitoba

May It Please Your Honour:

I present herewith the 83rd annual report of the Manitoba Civil Service Commission for the period April 1, 2000 to March 31, 2001.

Respectfully submitted

Greg Selinger
Minister Responsible for
The Civil Service Act

Son Honneur Peter M. Liba, C.M., O.M.
Lieutenant-gouverneur du Manitoba
Palais législatif, bureau 235
Winnipeg (Manitoba)

Monsieur le Lieutenant-gouverneur,

J'ai le privilège de vous présenter le quatre-vingt troisième rapport annuel de la Commission de la fonction publique du Manitoba pour la période du 1er avril 2000 au 31 mars 2001.

Je vous prie de recevoir, Monsieur le Lieutenant-gouverneur, l'expression de mon profond respect.

Greg Selinger
Ministre chargé de l'application
de la Loi sur la fonction publique

2001
International Year of Volunteers

Manitoba

102-00122/

Civil Service Commission

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CANADA

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Honourable Greg Selinger
Minister Responsible for
The Civil Service Act
103 Legislative Building
Winnipeg, Manitoba
R3C 0V8

Dear Mr. Selinger:

In conformity with the provisions of The Civil Service Act, I am pleased to forward to you, the Minister Responsible for administration of The Civil Service Act, the 83rd Annual Report of the Manitoba Civil Service Commission.

This report covers the period April 1, 2000 to March 31, 2001 and includes a review of the Civil Service Commission's activities for that period.

Respectfully submitted

James W. Hartry
Chairperson

Monsieur Greg Selinger
Ministre chargé de l'application
de la Loi sur la fonction publique
Palais législatif, bureau 103
Winnipeg (Manitoba)
R3C 0V8

Monsieur le Ministre,

Conformément aux dispositions de la Loi sur la fonction publique, j'ai l'honneur de vous présenter le quatre-vingt troisième rapport annuel de la Commission de la fonction publique du Manitoba, que je vous prie de recevoir dans le cadre de vos fonctions à titre de ministre chargé de l'application de la dite loi.

Le rapport couvre la période allant du 1er avril 2000 au 31 mars 2001 et comprend l'examen des activités de la Commission de la fonction publique au cours de cette période.

Veuillez recevoir, Monsieur le Ministre, l'expression de ma haute considération.

James W. Hartry
Président

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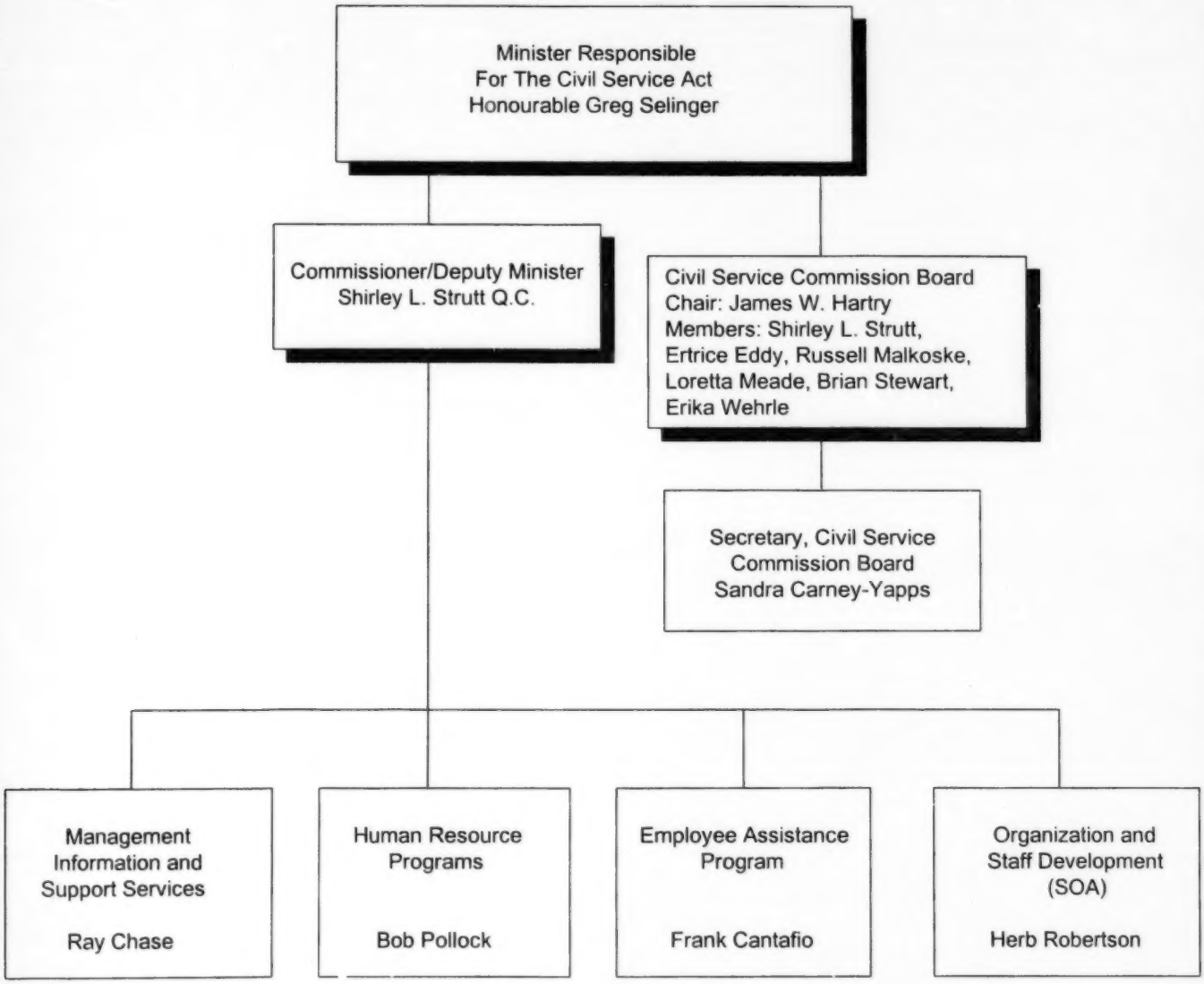
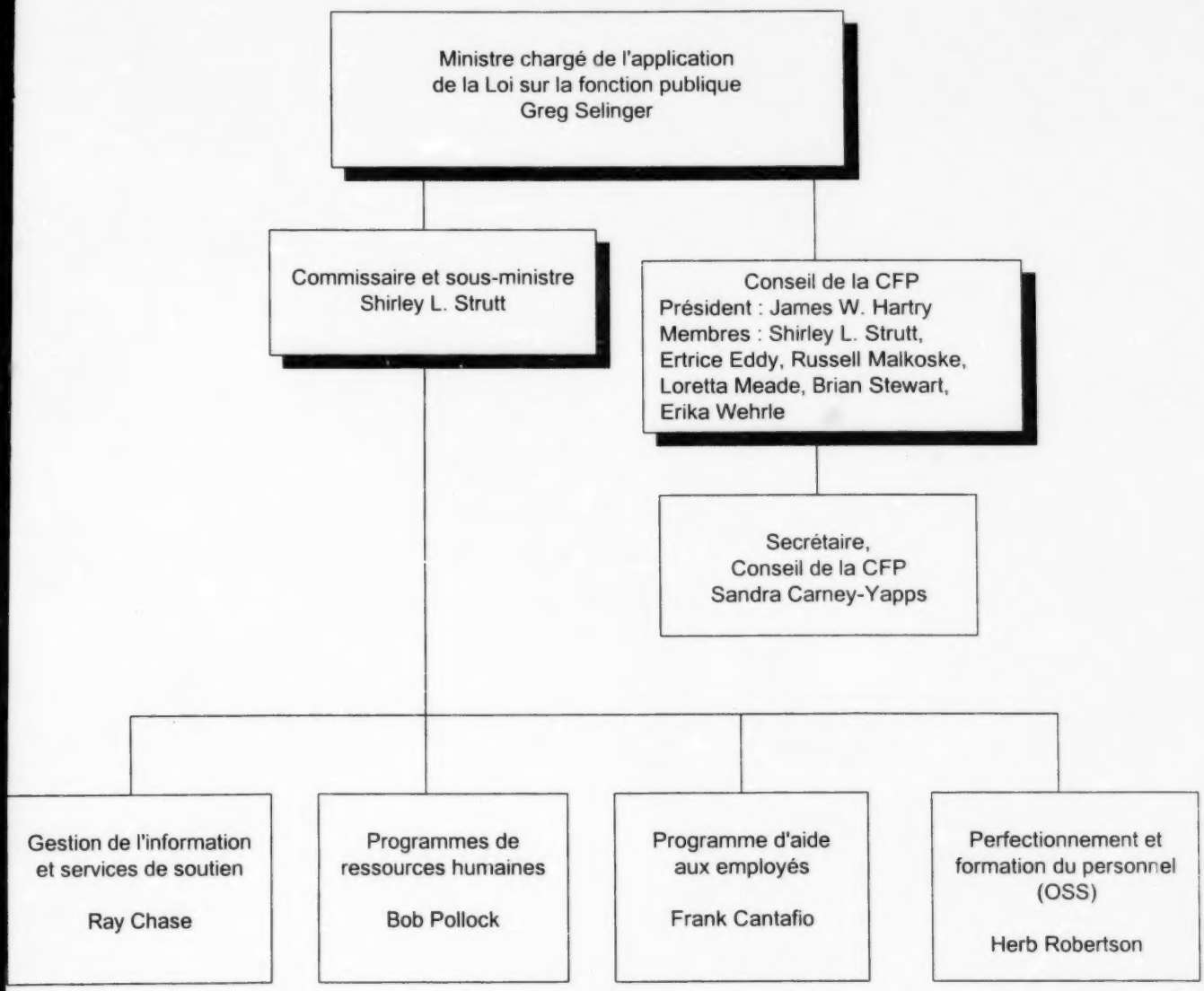
CIVIL SERVICE COMMISSION - ORGANIZATION CHART
AS AT MARCH 31, 2001



COMMISSION DE LA FONCTION PUBLIQUE (CFP) - ORGANIGRAMME
AU 31 MARS 2001


Ministre chargé de l'application de la Loi sur la fonction publique
Greg Selinger
Commissaire et sous-ministre
Shirley L. Strutt
Conseil de la CFP
Président : James W. Hartry
Membres : Shirley L. Strutt, Ertrice Eddy, Russell Malkoske, Loretta Meade, Brian Stewart, Erika Wehrle
Secrétaire, Conseil de la CFP
Sandra Carney-Yapps
Gestion de l'information et services de soutien
Ray Chase
Programmes de ressources humaines
Bob Pollock
Programme d'aide aux employés
Frank Cantafio
Perfectionnement et formation du personnel (OSS)
Herb Robertson

INTRODUCTION

Report Structure

The Annual Report is organized in accordance with the Civil Service Commission's appropriation structure, which reflects the department's authorized votes approved by the Legislative Assembly. The Annual Report includes information at the main and sub-appropriation levels related to the department's objectives, actual results achieved, financial performance and variances, and provides a five year historical table giving the departmental expenditures and staffing.

The Civil Service Commission - Role

The Civil Service Commission is an independent and impartial agency of government created under The Civil Service Act. The Civil Service Commission ensures effective development and delivery of a comprehensive human resource management service consistent with the provisions of The Civil Service Act, responsive to general government policy and supportive of departmental and/or broad organizational goals.

The Civil Service Act provides for the management, direction and administration of human resource management matters within the government service through the combination of a seven member Civil Service Commission Board and a department reporting through a deputy head to the Minister Responsible for The Civil Service Act.

Programs and policies respecting human resource management for the civil service are developed under the provisions of The Civil Service Act and government policy direction and are implemented under the authority of the Civil Service Commission or the Lieutenant Governor in Council as provided under The Civil Service Act.

The Civil Service Commission Board consists of citizen and civil service members. A citizen member is designated chairperson of the Commission Board. A full-time commissioner, who is a civil servant, is deputy head of the department of the Civil Service Commission.

The Civil Service Commission Board applies and carries out those provisions of the Act for which it is responsible including delegating authority to staff of the Civil Service Commission. Through the deputy head, the Commission Board ensures that policies and programs for which it is responsible are administered according to the provisions of the Act. As a quasi-judicial body, the Commission Board hears appeals under the Act, regulations and collective agreements.

Vision

A highly effective, professionally competent, representative and sustainable civil service workforce contributing to Manitoba's quality of life.

Mission

Corporate leadership to the management, direction and implementation of human resource strategies, policies and services that meet the needs of executive government and anticipate the demands of a constantly changing environment.

INTRODUCTION

Structure du rapport

La présentation du rapport annuel se conforme à la structure établie par l'Assemblée législative du Manitoba pour l'affectation de crédits à la Commission de la fonction publique. Les renseignements compris dans le rapport annuel se rapportent à l'affectation des crédits, tant principaux que secondaires, liés aux objectifs du ministère, ainsi qu'aux résultats réels obtenus, aux résultats financiers et aux écarts budgétaires. Le rapport fournit également un tableau chronologique des dépenses et de la dotation en personnel du ministère sur une période de cinq ans.

Rôle de la Commission de la fonction publique

La Commission de la fonction publique est un organisme gouvernemental, indépendant et impartial, créé en vertu de la Loi sur la fonction publique. La Commission de la fonction publique assure le développement et la prestation efficaces d'un service global de gestion des ressources humaines conformément à la Loi sur la fonction publique, répondant des politiques générales du gouvernement et appuyant les objectifs ministériels et organisationnels de ce dernier.

La Loi sur la fonction publique prévoit la gestion, l'orientation et l'administration des dossiers liés aux ressources humaines au sein de l'appareil gouvernemental, par l'action conjuguée du Conseil de la Commission de la fonction publique, composée de sept membres, et d'un département ministériel dirigé par un sous-ministre et faisant rapport, par l'intermédiaire de ce dernier, au ministre responsable de l'application de la Loi.

Les programmes et politiques de gestion des ressources humaines qui composent la fonction publique sont conçus en vertu des dispositions de la Loi sur la fonction publique et de l'orientation générale de la politique gouvernementale; ils sont mis en œuvre sous l'autorité de la Commission de la fonction publique ou du lieutenant-gouverneur en conseil, comme le prévoit la Loi.

Le Conseil de la Commission de la fonction publique est composé de représentants de la population et de membres de la fonction publique. Un membre représentant la population est nommé président du Conseil de la Commission. Un commissaire à temps plein, qui est fonctionnaire, occupe également les fonctions de sous-ministre du département ministériel de la Commission de la fonction publique.

Le Conseil de la Commission de la fonction publique applique et exécute les dispositions de la Loi dont il est responsable, y compris la délégation de pouvoirs au personnel de la Commission. Par l'intermédiaire du sous-ministre, le Conseil s'assure que les politiques et les programmes dont il est responsable sont administrés conformément aux dispositions de la Loi. En tant qu'organisme quasi-judiciaire, le Conseil entend les appels en vertu de la Loi, des règlements et des ententes collectives.

Vision

Une équipe de fonctionnaires hautement efficace, stable, exerçant avec compétence des fonctions professionnelles, représentative de la population, et qui contribue à la qualité de la vie du Manitoba.

Mission

Direction générale de la gestion, de l'orientation et de la mise en œuvre des stratégies, politiques et services relatifs aux ressources humaines, qui répond aux exigences du gouvernement et qui anticipe les exigences d'un milieu en constante évolution.

Operating Principles

As a central agency, the Civil Service Commission believes that wherever practical it should position itself to set direction rather than impose direct action and therefore has aligned its core functions according to the following principles:

- emphasis on corporate service and policy guidance;
- alignment of functions to ease access of service;
- taking initiative to anticipate future demands;
- supporting the ability of managers to manage; and
- broadening the competencies of staff.

Long Term Goals

The purpose of the Civil Service Commission is advanced through achievement of the following long term goals:

- Corporate human resource plans and policies that meet the needs of central government.
- Fair, equitable compensation and working conditions that attract and retain a competent, flexible workforce.
- Corporate services that promote effective performance management, organizational development and renewal.
- Corporate human resource information systems that support informed decision-making.

Functional Organization

The Civil Service Commission currently consists of an executive office, which performs managerial functions and provides services to the Civil Service Commission Board and three operating branches, which deliver its specialized programs and services. The departmental organization structure appears in the organization chart. Additional information on each of the department's operating branches is included in the text of this report.

As of fiscal year 1994/95, the Organization and Staff Development Branch (OSD) has been operating as a Special Operating Agency. A separate annual report is prepared for OSD.

Principes directeurs

En tant qu'organisme central, la Commission de la fonction publique a comme politique de chercher, autant que possible, à établir une orientation générale plutôt que de devoir imposer des mesures directes. Par conséquent, elle a aligné ses fonctions de base de façon à respecter les principes mentionnés ci-dessous :

- priorité aux services ministériels et à l'orientation des politiques;
- alignement des fonctions de façon à faciliter l'accès au service;
- prise d'initiatives pour anticiper les exigences à venir;
- appui des compétences des gestionnaires; et
- perfectionnement des compétences du personnel.

Objectifs à long terme

La réalisation des objectifs à long terme suivants permet l'avancement des desseins de la Commission de la fonction publique:

- en ce qui concerne les ressources humaines, des politiques et des plans généraux qui répondent aux besoins du gouvernement;
- une rémunération et des conditions de travail justes et équitables, qui attirent et retiennent une équipe de travail compétente et souple;
- des services généraux qui favorisent une gestion du rendement efficace, un développement et un renouveau organisationnels;
- un système d'information intégré en ressources humaines qui favorise la prise de décision éclairée.

Organisation fonctionnelle

La Commission de la fonction publique se compose actuellement d'une haute direction, laquelle assume les fonctions de gestion et procure des services au Conseil de la Commission de la fonction publique, et de trois directions opérationnelles, lesquelles offrent des programmes et des services spécialisés. La structure organisationnelle du département ministériel apparaît sur l'organigramme. L'on trouvera dans le présent rapport des renseignements supplémentaires sur chacune des directions opérationnelles de la CFP.

Depuis l'exercice 1994-1995, l'Organisme chargé du perfectionnement et de la formation fonctionne comme un organisme de service spécial et fait l'objet d'un rapport annuel distinct.

PROGRAM HIGHLIGHTS 2000/01

Management Internship Program (MIP)

The Management Internship Program coordinated by the Civil Service Commission and funded through the Internal Reform Initiative completed a fifth intake in September 2000 for a total complement of 12 interns. The program is designed for recent Masters' graduates with a public sector focus who are undergoing an extensive three-year training program to gain the knowledge and experience required to successfully compete for professional and managerial level career opportunities within the civil service. To date 14 interns have completed the program and have been placed in civil service positions throughout government. In February 2001 the program began its recruitment activities for a sixth intake of interns to commence their orientation in June 2001.

Financial Management Development Program (FMDP)

The Financial Management Development Program sponsored by the Civil Service Commission and the Department of Finance is a three-year internship program for recent university/diploma graduates eligible to enroll in the Certified General Accountants (CGA) or Certified Management Accountants (CMA) program of professional studies. FMDP combines on-the-job training, classroom instruction and one-on-one coaching, along with challenging job placements in a variety of public sector work settings. The program began as a recruitment initiative to address the vacancy rates for key financial management and audit positions in government. Upon completion of the program, interns will be eligible to successfully compete for financial management career opportunities in the civil service. Four interns commenced employment with the program in September 2000.

Aboriginal Public Administration Program (APAP)

The Aboriginal Public Administration Program is a two-year equity internship program undertaken by the Civil Service Commission and the Department of Aboriginal and Northern Affairs to enhance employment opportunities for Aboriginal people to work within government. APAP interns will have post secondary training at a University or Community College level or have equivalent combination of education and experience. Through a series of rotating assignments and training, a first intake of six interns have been exposed to a wide variety of government work areas and gained the knowledge and experience required to successfully compete for administrative, professional or management level career opportunities upon completion of the program in September 2001. This year the program began its recruitment process for the second intake of interns who will commence employment in September 2001.

Aboriginal Management Development Program (AMDP)

The Aboriginal Management Development Program is an on-going two-year employment equity program to train and develop Aboriginal civil service employees to compete effectively for management positions in the civil service. The AMDP is a partnership between the Civil Service Commission and the participating departments. The second intake of eight Aboriginal employee participants will complete the program in September 2001. Seven departments are currently participating in recruitment and selection of the third intake for AMDP with the orientation to begin in September 2001. The departments include Justice, Transportation & Government Services, Industry, Trade & Mines, Finance, Conservation and Education, Training and Youth with as many as twelve Aboriginal interns participating in the third intake.

Executive Development Program for Women (EDPW)

The Executive Development Program for Women focuses on increasing the pool of women qualified to assume senior management positions in the civil service. Currently, there are 200 members in EDPW with another 300 eligible to participate. A resurvey of eligible employees has developed a current list of interested employees and steps are underway to accommodate more participants.

ÉLÉMENTS PRINCIPAUX EN 2000-2001

Programme de stages en gestion

Le Programme de stages en gestion est coordonné par la Commission de la fonction publique et financé dans le cadre de l'Initiative de réforme interne. Un cinquième contingent a été formé en septembre 2000, soit un total de douze stagiaires. Ce programme s'adresse aux nouveaux diplômés de maîtrise avec une concentration dans un domaine se rapportant au secteur public. La formation complète de trois ans offerte aux stagiaires leur permet d'acquérir les connaissances et l'expérience requises pour se présenter avec succès aux concours de la fonction publique et obtenir ainsi des postes de niveau professionnel et de gestion au sein de l'appareil gouvernemental. Jusqu'à maintenant, quatorze internes ont terminé le programme et ont été placés à des postes de la fonction publique dans l'ensemble du gouvernement. En février 2001, on a commencé à recruter dans le cadre du programme un sixième contingent de stagiaires dont l'orientation a débuté en juin 2001.

Programme de formation en gestion financière

Le Programme de formation en gestion financière, subventionné par la Commission de la fonction publique et le ministère des Finances, offre un stage de trois ans aux nouveaux diplômés admissibles à s'inscrire aux études professionnelles menant à un diplôme de comptable général licencié (CGA) ou de comptable en management accrédité (CMA). Le Programme associe la formation au travail, l'enseignement en classe et l'encadrement personnalisé, ainsi qu'un placement intéressant dans divers milieux de travail du secteur public. Au départ, ce programme était une initiative de recrutement pour combler des postes vacants importants au sein du gouvernement en gestion financière et en vérification. Au terme de ce programme, les stagiaires sont admissibles à se présenter aux concours pour combler différents postes en gestion financière dans la fonction publique. Quatre stagiaires ont commencé à travailler grâce à ce programme en septembre 2000.

Programme d'administration publique pour les Autochtones

Le Programme d'administration publique pour les Autochtones est un programme d'équité en matière de stages parrainé par la Commission de la fonction publique et le ministère des Affaires autochtones et du Nord, dans le but d'améliorer les occasions d'emploi des Autochtones au sein du gouvernement. Par le biais d'une série d'affectations rotatives et de formation, un premier contingent de six stagiaires a pu se familiariser avec une vaste gamme de postes gouvernementaux, acquérant ainsi les connaissances et l'expérience requises pour se présenter avec succès aux concours visant à combler divers postes administratifs, professionnels et en gestion, à la fin du programme en septembre 2001. On a entrepris cette année le processus de recrutement du deuxième contingent de stagiaires, dont le travail débutera en septembre 2001.

Programme de perfectionnement en gestion destiné aux Autochtones

Le Programme de formation en gestion destiné aux Autochtones est un programme continu d'équité en matière d'emploi, d'une durée de deux ans. On y forme les employés autochtones de la fonction publique pour qu'ils puissent se présenter avec succès aux concours de la fonction publique donnant accès à des postes en gestion. Le Programme est une entreprise conjointe de la Commission de la fonction publique et des ministères participants. Le deuxième contingent de huit employés autochtones achèvera le programme en septembre 2001. Sept ministères participent actuellement au recrutement et à la sélection du troisième contingent, dont l'orientation aura lieu en septembre 2001. Les ministères en cause sont : le ministère de la Justice; le ministère des Transports et des Services gouvernementaux; le ministère de l'Industrie, du Commerce et des Mines; le ministère des Finances; le ministère de la Conservation et le ministère de l'Éducation, de la Formation professionnelle et de la Jeunesse. Douze stagiaires autochtones formeront le troisième contingent.

Programme de formation et de perfectionnement des femmes cadres

Le Programme de formation et de perfectionnement des femmes cadres vise à augmenter le nombre de candidates aptes à assumer des postes supérieurs dans la fonction publique. 200 femmes participent actuellement au programme et 300 autres y sont admissibles. Cette année, un sondage auprès des employées admissibles a permis de préparer une liste à jour de celles que le programme intéresse et l'on planifie à l'heure actuelle les démarches qui permettront d'accepter plus de participantes.

Aboriginal Employee Directory

The second edition of the "Anishinabe Wichitiwin", an aboriginal network directory was published this year. The Civil Service Commission updated the directory at the request of many Aboriginal employees in the Manitoba Civil Service as well as the Aboriginal Advisory Committee. The directory serves as a guide and resource information exchange, developing contacts and a networking support among Aboriginal employees in the civil service.

Employment Equity Statistics

At the end of March 2001, representation of employment equity designated groups in the civil service was: women 50.49%, Aboriginal people 7.85%, persons with disability 2.54%, and visible minority 2.97%. This compares to representation in 1999/2000 of: women 49.75%, Aboriginal people 7.30%, persons with disability 2.59%, and visible minority 2.86%.

National Human Resource Information Systems Council

To leverage our effectiveness with regard to technology generally and Human Resources specifically, the Civil Service Commission's Management Information and Support Services Branch supports collaboration with similarly motivated groups. This year, encouraged by the interest and support of the Civil Service Commissioners attending the annual Civil Service Commissioner's conference in Quebec City, Manitoba took the lead in the creation of the National Human Resource Information Systems Council (NHRISC). This Council is made up of IT Directors responsible for corporate Human Resource Information Systems in each of the provincial jurisdictions and territories. The objectives of the group are to allow these individuals to exchange information and ideas, learn from one another and potentially collaborate on certain issues or projects. A Conference is planned for the next fiscal year.

Employee Qualifications and Job Requirements

The need continues to grow for a corporate technology solution to facilitate and support the government human resource planning priorities of career development and succession planning. The Human Resource Community is preparing for focus group sessions to review and reach consensus on the contents of the Master Catalogue (Core Competencies and Occupational Skills).

Corporate and Department Human Resources Reporting

As expertise in SAP data extraction and ad-hoc report production increases, Management Information and Support Services Branch have expanded their role as human resource information providers. Through the creation of user groups, report request forms, process documentation, SAP variants, macros, shared network directories, close attention to data integrity and user training, the intent is to ensure consistent application of process and interpretation of data for government human resource reports. The branch maintained close working relationships with reporting personnel in Human Resource Programs Branch of the Civil Service Commission and Labour Relations Division of Treasury Board Secretariat.

Internet / Intranet Enhancements

The Civil Service Commission is continually striving for better Internet / Intranet services to the general public and government employees in support of its business objectives. A prototype for an on-line Internet job application process has been created and will soon be assessed by various stakeholder groups within government.

Répertoire des employés autochtones

La deuxième édition de «Anishinabe Wichitiwin», un répertoire de réseaux des Autochtones a été publié cette année. La Commission de la fonction publique a mis à jour le répertoire à la demande de nombreux employés autochtones de la fonction publique du Manitoba et du Comité consultatif des Autochtones. Ce répertoire sert de guide et de moyen d'échanger des informations; il favorise également l'établissement de relations pour ceux qui le consultent, ainsi que la constitution d'un réseau d'entraide pour les employés autochtones de la fonction publique.

Statistiques en matière d'équité d'emploi

À la fin de mars 2001, la répartition dans la fonction publique des groupes désignés en matière d'équité d'emploi était la suivante : 50,49 % de femmes, 7,85 % d'Autochtones, 2,54 % de personnes handicapées et 2,97 % de personnes des minorités visibles. L'on peut comparer ces chiffres à la répartition de 1999-2000 : 49,75 % de femmes, 7,30 % d'Autochtones, 2,59 % de personnes handicapées et 2,86 % de personnes des minorités visibles.

Conseil national des systèmes d'information en ressources humaines

Pour améliorer notre efficacité en ce qui concerne la technologie en général, et plus particulièrement celle qui s'applique aux ressources humaines, la Direction de la gestion de l'information et des services de soutien de la CFP favorise les initiatives de collaboration avec d'autres groupes ayant les mêmes motivations. Cette année, devant l'intérêt manifesté par les participants de la conférence annuelle des commissaires de la fonction publique réunis à Québec, le Manitoba a joué un rôle de premier plan dans la création du *National Human Resource Information Systems Council* («Conseil national des systèmes d'information en ressources humaines»). Composé de directeurs en technologie de l'information responsables des systèmes d'information généraux dans le domaine des ressources humaines, et ceci dans toutes les provinces et tous les territoires, le Conseil a pour objectif de permettre à ces personnes d'échanger des idées et des informations, d'apprendre les uns des autres et, le cas échéant, de collaborer à l'examen de divers dossiers et à la réalisation de certains projets. Une conférence est prévue au cours du prochain exercice.

Compétences des employés et exigences des emplois

On ressent de plus en plus la nécessité d'une solution de technologie globale qui permettrait d'appuyer les priorités de planification en ressources humaines du gouvernement, soit le perfectionnement professionnel et la planification de la relève. La communauté des ressources humaines prépare actuellement des sessions de groupes de discussion afin de passer en revue le fichier principal de catalogage (compétences essentielles et professionnelles) et de parvenir à un consensus.

Transmission globale et ministérielle des données des ressources humaines

Au fur et à mesure que les connaissances en extraction des données SAP et en production de rapports spéciaux s'améliorent, la Direction en gestion de l'information et services de soutien devient un fournisseur de plus en plus important de renseignements en ressources humaines. Par la création de groupes d'utilisateurs, de formulaires de demande de rapport, de documentation, de variables SAP, de macros, de répertoires de réseaux partagés, d'une attention particulière à l'intégrité des données et à la formation de l'utilisateur, l'on cherche à assurer l'application continue du traitement et de l'interprétation des données dans les rapports gouvernementaux relatifs aux ressources humaines. La direction maintient une étroite relation de travail avec le personnel chargé des rapports à la direction des programmes de ressources humaines de la Commission de la fonction publique et de la division des relations du travail du Secrétariat du Conseil du Trésor.

Améliorations de l'Internet et de l'Intranet

La Commission de la fonction publique s'efforce d'offrir de meilleurs services d'Internet et d'Intranet au grand public et aux employés du gouvernement pour appuyer ses objectifs d'affaires. La CFP a créé un prototype de demande d'emploi en ligne par l'Internet, lequel sera bientôt évalué par différents intervenants au sein du gouvernement.

Strategic Planning

Demographics indicate major turnover of government staff may occur in the next five to ten years. Strategic planning for workforce renewal and work redesign is underway. Technology will continue to play a vital role in our ability to strategically position government for these upcoming challenges and opportunities.

Planification stratégique

Les données démographiques indiquent qu'il pourrait y avoir un important roulement de personnel au cours des cinq à dix prochaines années. Une planification stratégique visant le renouvellement de la main-d'œuvre et la redéfinition des tâches est déjà en cours. La technologie continuera à jouer un rôle majeur dans le positionnement stratégique du gouvernement pour faire face aux défis et aux possibilités de demain.

PART I

CIVIL SERVICE COMMISSION BOARD

The Civil Service Commission Board is constituted under Section 4(1) of The Civil Service Act and consists of not less than three nor more than seven members appointed by the Lieutenant Governor in Council (the Cabinet). One member is designated chairperson. Three members may constitute a quorum for any business of the Commission Board.

The Civil Service Commission Board

James W. Hartry, Chairperson
Shirley L. Strutt, Civil Service Commissioner (appointed January 2001)
Ertrice Eddy, Citizen Member
Russell Malkoske, Citizen Member
Loretta Meade, Citizen Member (appointed May 2000)
Brian Stewart, Citizen Member (appointed October 2000)
Erika Wehrle, Citizen Member

Paul Hart, Civil Service Commissioner (retired November 2000)
Tom McCartney, Citizen Member (resigned June 2000)

The Civil Service Commission Board extends their appreciation for the service of Mr. Paul Hart who served as the Civil Service Commissioner from 1979 until his retirement effective November 30, 2000 and to Mr. Tom McCartney who resigned from the Commission Board effective June 30, 2000.

The Civil Service Commission Board welcomed Ms. Shirley L. Strutt as the new Civil Service Commissioner effective January 15, 2001 and two new citizen members, Ms. Loretta Meade effective May 23, 2000 and Mr. Brian Stewart effective October 25, 2000.

A Secretary, who is not a member of the Civil Service Commission Board, provides functional guidance and staff support for all the Commission Board's activities. The Secretary manages the Commission's quasi-judicial appeal functions, including procedural and legal consultation, registration and administration of all appeal matters and decisions on appeal.

Administration of The Civil Service Act

The Civil Service Commission Board applies and carries out those provisions of The Civil Service Act for which it is responsible. They include:

- delegating to staff of the Commission and departments, authority to administer provisions of The Civil Service Act;
- advising the Minister Responsible on the status of human resource management administration in government; and
- ensuring, through the deputy head, that civil service policies and programs for which it is responsible are administered in accordance with the provisions of The Civil Service Act.

The Civil Service Commission Board carries out its functions and responsibilities through the staff organization outlined in this report. In addition, the Commission Board receives regular presentations from Commission staff on new and ongoing programs and policy initiatives.

The Civil Service Commission Board may make recommendations to the Minister Responsible on human resource management administration in government and for each fiscal year submits to the Minister a report on the activities of the Civil Service Commission and the administration of The Civil Service Act. In its quasi-judicial function, the Commission Board acts as an appeal tribunal under the provisions of The Civil Service Act, Regulations, and collective agreements.

Merit and Redress Under The Civil Service Act

The Civil Service Act provides authority for selection and appointment based on the merit principle and provides for the establishment of a classification plan. The exercise of authority under the Act is subject to checks and balances including assessments, audits, independent investigations, grievance and arbitration procedures and appeals to the Civil Service Commission Board.

During 2000/01 the Labour Relations Division was transferred from the Civil Service Commission to Treasury Board Secretariat. As a result, amendments were made to The Civil Service Act transferring authority from the Civil Service Commission to Treasury Board to administer sections of the Act relating to classification, pay plans, rates of pay and collective bargaining. The amendments received royal assent on August 17, 2000. The Civil Service Commission Board still retains its quasi-judicial appeal functions for those sections of the Act under the administrative authority of Treasury Board.

The exercise of delegated staffing authority by departments is subject to periodic review. Appointments are subject to both administrative review by Commission staff and to appeal under the Regulations or applicable collective agreements. The exercise of classification authority is subject to appeal to the Commission Board.

Other matters may be appealed to the Civil Service Commission Board under the Regulations and collective agreements or pursued through grievance/arbitration procedures under either the Regulations or applicable collective agreements.

The Civil Service Commission may upon its own initiative or upon request conduct investigations under the Act.

The appeal function includes:

- all appeals from employees excluded from the terms of any collective agreement,
- appeals regarding selection and classification disputes,
- appeals under the conflict of interest policy for government employees,
- appeals against trial rejection.

CIVIL SERVICE COMMISSION BOARD ACTIVITIES 2000/01

During 2000/01 the Civil Service Commission Board met on a regular basis to review matters of concern to the Commission Board arising during the year and to consider presentations from staff on programs administered by the department.

Administrative Meetings	1996/97	1997/98	1998/99	1999/2000	2000/01
Submissions	43	32	43	40	10 *
Staffing Assessments	6	6	3	3	3
Classification Audits	5	5	4	2	2 *

(Note: * Matters relating to classification transferred to Treasury Board as of August 17, 2000)

The Civil Service Commission Board maintained an overview of Commission staff activities through regular reports and monitoring of appeals and reviewed delegated recruitment and staffing authority, classification authority and implementation of employment equity through regular assessment and audit reports.

Staff presentations to the Civil Service Commission Board included an update on activities relating to competency-based human resource management and a discussion on changes to the selection appeal procedures requiring an employee to first file a selection grievance to the Civil Service Commissioner or designate. If the employee is dissatisfied with the outcome of the selection grievance the employee may then file a selection appeal to the Commission Board.

The Civil Service Commission Board had the opportunity to meet with the Minister Responsible to discuss the role of the Board, employment equity and board remuneration.

Appeals	1996/97	1997/98	1998/99	1999/2000	2000/01
Number of appeals initiated	13	37	15	15	11
Number of appeals heard	3	3	5	5	2
Number of appeals granted	2	0	5	2	2
Number of appeals denied	1	3	-	3	-

The comparative number of appeals initiated during 2000/01 decreased slightly due to the requirement for employees to file a selection grievance prior to filing a selection appeal.

The Civil Service Commission Board continued to review all appeal decisions, once issued to ensure consistency and common understanding of the issues determined. The Commission Board maintains an index and summary of decisions for reference by individual appeal boards and parties to an appeal. Appeal issues determined during 2000/01 included classification and over-range pay determination. A significant number of appeals submitted were resolved without requiring a hearing following discussions between the parties and their representatives.

The activities of the Civil Service Commission including related statistics are outlined in the appropriate section of this report.

Civil Service Commission Board Activity Summary 2000/01

Appeals	
Appeals Received	11
Appeals Pending from 1999/2000 and 1998/99	11
Appeals Not Accepted	-
Appeals Withdrawn	11
Appeals Heard	2
Appeals Granted	1
Appeals Granted Other than Requested	1
Appeals Denied	-
Appeals Pending to 2001/02	9

APPEALS BY TYPE

	Initiated 2000/01	Pending from 1999/2000 & 1998/99	Withdrawn	Granted	Granted Other	Denied	Pending to 2001/02
Classification	7	7	5	1	1		6
Selection	2	4	6				2
Classification Dispute							
Conflict of Interest							
Benefits Administration							
Over-Range	2						1
Dismissal							
Administrative Review							
Jurisdiction							
Violation Civil Service Act							
Trial Rejection							
Suspension							
Disciplinary Action							
Implementation of CSC Decision							
Total	**11**	**11**	**11**	**1**	**1**		**9**

BOARD SUBMISSIONS	1998/99	1999/2000	2000/01
Staffing & Employment Equity Assessments	3	3	3
Classification Audits	4	2	1 *
Classification Reviews	-	-	- *
Delegation of Classification	3	1	- *
Revisions to Staffing Delegation	5	3	1
Revisions to Classification Delegation	5	4	- *
Personnel Policy Approval	6	1	1
Class Standards	1	3	2 *
Variation to Hours of Work	1	3	- *
Other	2	3	-

*(* authority for classification related matters transferred to Treasury Board effective August 17, 2000.)*

RELATED TO PERSONNEL POLICY ADMINISTRATION

Education Leave	*	*	*
Special Merit Increment	*	*	*
Additional Remuneration	13	16	2 **
Indefinite Suspension	-	-	- **
Extension of Sick Leave	-	-	- **
Compulsory Medical Retirement	-	-	- **
Salary Adjustment	-	-	- **
Over-Range Pay Determination	*	*	- **
Establishment of Probationary Period	-	1	-
Leave of Absence	-	-	- **

(delegated)*
*(** authority transferred to Treasury Board effective August 17, 2000.)*

Delegation of Recruitment and Selection Authority to Departments

Department	Initial Delegation	Extension of Delegation
Labour & Immigration	April 1/80	ongoing
Intergovernmental Affairs	March 1/80	ongoing
Agriculture & Food	March 1/80	ongoing
Family Services	August 1/89	ongoing
Aboriginal & Northern Affairs	April 1/80	ongoing
Education, Training & Youth	May 1/80	ongoing
Health	May 1/80	ongoing
Government Services	October 1/81	ongoing
Finance	November 1/82	ongoing
Justice	May 1/83	ongoing
Transportation	January 1/85	ongoing
Consumer & Corporate Affairs	April 1/86	ongoing
Conservation	April 1/86	ongoing
Housing	April 1/86	ongoing
Culture, Heritage & Tourism	January 1/89	ongoing
Industry, Trade & Mines	August 1/89	ongoing
Provincial Auditor's Office	June 19/97	ongoing

Delegation of Classification Authority to Departments
*** from April 01, 2000 to August 17, 2000**

Department	Initial Delegation	Extension of Delegation *
Conservation	June 1/91	ongoing
Government Services	September 1/91	ongoing
Housing	October 1/91	to June 30/02
Consumer & Corporate Affairs	November 1/91	to September 30/00
Transportation	April 30/92	ongoing
Aboriginal & Northern Affairs	January 30/92	ongoing
Culture, Heritage & Tourism	March 1/92	ongoing
Agriculture & Food	May 1/92	to September 30/00
Family Services	September 1/94	ongoing
Justice	November 1/94	ongoing
Finance	November 15/95	ongoing
Health	May 1/98	ongoing
Intergovernmental Affairs	June 1/96	to September 30/00
Elections Manitoba	May 1/92	to February 28/01
Industry, Trade & Mines	May 1/99	to March 31/01
Labour and Immigration	March 1/99	to September 30/00
Education, Training & Youth	March 1/99	to September 30/00

PART II

EXECUTIVE OFFICE

The Executive Office provides for the management and direction of the Department of the Civil Service Commission and manages the activities of the Civil Service Commission Board.

Objectives

To provide executive policy direction for, and co-ordination of, Civil Service Commission programs and to advise the government, through the Minister Responsible, on human resource management issues in government; to provide advisory, consulting and administrative services to the Civil Service Commission Board.

To initiate the development and formulation of government human resource policy and programs.

To monitor and support the implementation of the Government's employment equity program.

To maintain comprehensive Regulations regarding conditions of employment and prepare an Annual Report to the Legislature.

Results

Through the branches of the Civil Service Commission, provision of a comprehensive human resource management function consistent with The Civil Service Act and government policy and supportive of departmental and organization goals.

Provision of advice and direct assistance to central government and departments in the recruitment, selection and appointment of senior executive staff.

Ongoing monitoring, evaluation and support of the implementation of employment equity across the government service and formulation of issues and recommendations for review with the Minister Responsible.

Management and direction of the executive functions of the department and development of strategic initiatives and program development.

Management and administration of all activities of the Civil Service Commission Board including policy and administrative submissions, delegated authorities and appeals.

Provision of policy, jurisdictional and legal consultation and advice to Commission Executive Committee and Management.

Management and promotion of initiatives directed at the ageing civil service demographics and workforce renewal.

1A EXECUTIVE OFFICE

Expenditures by sub-appropriation	Actual 2000/01 $(000's)	FTEs	Estimate 2000/01 $(000's)	Variance Over(Under)	Expl. No.
Total Salaries	191.3	2.00	174.9	16.4	
Total Other Expenditures	56.2		59.7	3.5	

ADMINISTRATIVE SERVICES DIVISION

Management Information and Support Services (MISS)

Overview

The Administrative Services Division provides services in three functional areas:

1. Information Technology
   - Strategic systems planning to ensure proper alignment of Information Technology products and services with emerging Commission business plans and related needs
   - Tactical systems planning to ensure the consistent and accurate availability of information and technology resources and solutions
   - Design, development, implementation, maintenance and ongoing operations of technology solutions to support the Commission's program areas
   - Leadership to the Commission in areas of information and resource management
   - Provision of corporate statistical, detail and summary information as required
   - Development, management and security of human resource management information within the civil service
   - Creation of supporting policies, procedures and systems to protect the information
   - Co-ordination and management of desktop support: EDS-bound requests for service, statements of work and peripheral resource management
   - Co-ordination of information technology training for the Commission including desktop software and SAP functional operations

2. Finance
   - Co-ordination of the annual estimates and financial processes
   - Development and reporting of financial management information
   - Budget management and analysis
   - Daily accounting functions
   - Co-ordination of the government purchasing card program and the AMEX business travel programs
   - Audit of expenditures in relation to government policies

3. Administration
   - Development of government policies and procedures for personnel records management
   - Provision of responses to information requests made under The Freedom of Information and Protection of Privacy Act and The Personal Health Information Act
   - Accountability for the Commission's overall Records Management responsibilities
   - Administration of the office accommodation and lease arrangements, government vehicles, telecommunications, office equipment and supplies and the Commission's vehicle parking program
   - Maintenance and facilitation of course and registration information for OSD
   - Logistic management for OSD

All of these services are provided to varying degrees to or for the Civil Service Commission, the Special Operating Agency of Organization and Staff Development (OSD), Province of Manitoba departments, Treasury Board, Cabinet and various external agencies.

Objectives

To develop, communicate, evaluate and manage government-wide human resource management systems policies, processes and procedures to ensure integrity and confidentiality of data, efficiency and effectiveness of operation and compliance with government policies and resource allocation decisions.

To develop and maintain the information resources, systems and techniques available within the Civil Service Commission to improve staff productivity and program effectiveness.

To provide detail, statistical and summary human resource data and reports to all internal and external clients as required through expert knowledge of available history and application data, including SAP data, and data extraction techniques.

To evaluate, communicate and maintain information processing facilities and techniques aimed at improving productivity within the Civil Service Commission.

To facilitate the annual estimates process and financial reporting for the Civil Service Commission.

To develop and communicate policies and procedures respecting personnel records management, and co-ordinate and provide responses to applications made under Freedom of Information and Protection of Privacy legislation.

Results

Corporate and Department Human Resources (HR) Reporting

The Management Information and Support Services Branch (MISS) continued its involvement in supporting the development of human resource reports to meet the needs of government. A major focus of attention continues to be data integrity. Through the process of data extraction, analysis and report production, the branch is able to identify data integrity issues. The Civil Service Commission's Human Resources Programs Branch (HRPB), Treasury Board Secretariat's Labour Relations Division as well as Enterprise Systems Management's (ESM) SAP support team worked to resolve these data integrity issues with the creation of data standards and user training.

Because many more people now have the ability to extract and report human resource data from SAP, there is a need to work toward consistent process and understanding of the data. To facilitate the purpose of shared learning, report variant creation and process documentation, two human resource report user groups were formed. One group focuses on corporate reporting and is comprised of members from MISS, HRPB and Labour Relations; the other, brings representatives from all consolidated human resource sectors, Labour Relations, Enterprise System Management and Civil Service Commission together. MISS representatives bring IT knowledge to these groups and strive to apply the rigor of a methodology to end user activity to ensure consistent application of process and interpretation of data.

Civil Service Commission IT staff continue to work with Enterprise System Management IT staff on the development of outstanding human resource reports and improved data extraction tools and techniques and broader SAP security access.

Employee Qualifications and Job Requirements

The need continues to grow for a corporate technology solution to facilitate and support the government human resource planning priorities of career development and succession planning. The replacement of the Civil Service Commission's ACCESS*MB*CSC application (Assessing Core Competencies and Employee Skill Sets) continues to be an internal priority. This year alternative solutions were investigated. One alternative investigated was the SAP 4.6 Qualifications and Requirements module. The Human Resource Community is preparing for focus group sessions to review and reach consensus on the contents of the Master Catalogue (Core Competencies and Occupational Skills).

Internet / Intranet Enhancements

The Civil Service Commission is continually striving for better Internet / Intranet services to the general public and government employees in support of its business objectives. The Internet / Intranet enhancement project intends not only to improve and expand the Commission's existing web site, but also to identify and develop web based applications.

The first initiative undertaken was the development of an on-line internet job application process. A prototype has been created and will soon be assessed by various stakeholder groups within government.

Strategic Planning

Demographics indicate major turnover of government employees may occur in the next five to ten years. Strategic planning for workforce renewal and work redesign is underway. Technology will continue to play a vital role in our ability to strategically position government for these upcoming challenges and opportunities.

National Human Resource Information Systems Council and **Information Technology Council**

To leverage our effectiveness with regard to technology generally and Human Resources specifically, MISS supports collaboration with similarly motivated groups. This year, encouraged by the interest and support of the Civil Service Commissioners attending the annual Civil Service Commissioners' conference in Quebec City, Manitoba took the lead in the creation of the **National Human Resource Information Systems Council (NHRISC)**. This Council is made up of IT Directors responsible for corporate Human Resource Information Systems in each of the provincial jurisdictions and territories. The objectives of the group are to allow these individuals to exchange information and ideas, learn from one another and potentially collaborate on certain issues or projects.

The Director of MISS continued to actively participate as member of the **Information Technology Council (ITC),** this year as Council Past Chair. The Council is comprised of the Information Technology Directors from each government department and maintains close working relationships with the Office of Information Technology (OIT).

Technical support and security

During the 2000/01 fiscal year, the branch provided technical and operational support to multiple systems in a multi-platform IT environment. This included support to personal computer based applications, corporate client server applications (CHRIS and MEIS History Data Repository), local and wide area networks, database administration and system security.

Branch staff addressed disaster recovery and system security matters during the year to ensure system integrity and confidentiality of data.

This year MISS devoted significant time working with EDS to resolve operational problems in the managed environment.

Finance and Administration

The branch provided comprehensive financial management and reporting support to the Civil Service Commission. This includes the development of the Commission's annual fiscal year estimates/budget exercise, the Supplementary Information for Legislative Review book, ongoing quarterly financial forecasts of both expenditures and revenues and also monthly internal reporting of financial status. With the SAP implementation a year old now, the branch continued to streamline responsibilities and processes such as online invoice processing for vendor payment, online attendance reporting and others.

The branch continued to support matters dealing with office accommodation and lease arrangements, government vehicles, telecommunications, office equipment and supplies and the Civil Service Commission's vehicle parking program. The branch is also responsible for co-ordinating the government purchasing card program and the AMEX business travel programs within the Commission and to ensure that expenditures conform to government policies.

Records Management and Access to Information

The branch continued to provide support to the Civil Service Commission's Records Management program. In addition, the branch responded to 7 applications for access under the Freedom of Information and Protection of Privacy legislation during the fiscal year.

1B ADMINISTRATIVE SERVICES DIVISION

Expenditures by sub-appropriation	Actual 2000/01 $(000's)	FTEs	Estimate 2000/01 $(000's)	Variance Over(Under)	Expl. No.
Total Salaries	495.5	14.00	597.0	(101.5)	1
Total Other Expenditures	186.2		287.5	(101.3)	2

Explanations:

1 *The under expenditure is due to staff vacancies, at least one of which is attributable to expenditure management measures. The under expenditure of $101.5 has enabled the Administrative Services Division to redirect $79.0 to partially offset Management Internship Program (MIP) and Aboriginal Public Administration Program (APAP) costs, therefore, reducing funding requirements from Internal Reform, Workforce Adjustment and General Salary Increases - appropriation 26-4. An additional $18.0 was transferred to Executive Office to offset salary costs.*

2 *The Administrative Services Division also redirected $83.0 from other expenditures to partially offset MIP and APAP costs. An additional $9.0 was used to offset MIP and APAP operating costs.*

HUMAN RESOURCE MANAGEMENT DIVISION

The Human Resource Management Division provides centralized support services for development, communication, monitoring and assessment of human resource management programs, policy and procedures across the government service. The Division co-ordinates and monitors the employment equity program and supports corporate human resource management across the government service. The Division also provides an independent employee assistance program.

Human Resource Programs Branch (HRPB)

Overview

The Human Resource Programs Branch (HRPB) provides central services that ensure the development and application of policies, procedures and standards in the following program areas: staffing, employment equity, assessment and human resource programs. The branch co-ordinates, on behalf of the Civil Service Commission, corporate services related to human resource planning and development of the Human Resource Community and co-ordinates corporate human resource policy development to ensure that these policies, procedures and services support the principles of merit, fairness and equity.

The branch develops and delivers programs and services to promote all aspects of employment equity within the civil service, co-ordinates and administers services and policies in support of workforce adjustment initiatives and serves as an employment resource centre for civil servants, departments and the public. The branch also develops and maintains partnerships with other jurisdictions to improve these services.

Objectives

To provide central services which facilitate development and ensure consistent application of corporate human resource policies, procedures and standards and ensure that such policies and procedures support the principles of merit, fairness, and equity.

To provide managers and human resource professionals with the necessary tools, training and supports to enable them to make informed decisions relative to staffing, human resource planning, employment equity and workforce adjustment.

To assess the effectiveness of delegated departmental staffing programs and provide for continuous improvement.

To conduct administrative reviews of staffing activities and complaints and represent the employing authority before appeal boards as required.

To provide support and guidance to the overall development of the government's corporate Human Resource Community.

To develop and refine policies and procedures relating to staffing, human resource planning, competency based staffing and employment equity.

To co-ordinate corporate human resource policy development.

To develop and deliver employment equity programs and activities, including Career Development Programs, Executive Development Program for Women and Aboriginal Development activities.

To develop and manage the Management Internship Program, the Aboriginal Management Development Program and the Aboriginal Public Administration Program.

To promote and maintain outreach recruitment and ongoing consultation with agencies representing employment equity groups.

To develop skills inventories and assessment tools in support of workforce renewal. To co-ordinate the placement of individuals impacted by workforce adjustment and provide a range of career-management services to employees affected by workforce adjustment.

To provide support to the collective bargaining process on staffing and workforce adjustment issues.

Results

Completed three staffing and employment equity assessment reports for delegated departments.

Began implementation of a selection grievance process as a preliminary step before the existing selection appeal provisions.

Managed the Financial Management Development Program (FMDP) sponsored by the Civil Service Commission and the Department of Finance. Completed recruitment of four interns for the initial program intake in 2000/01.

Managed the Management Internship Program (MIP) and completed recruitment of five interns for the fifth program intake in 2000/01.

Managed the first intake to the Aboriginal Public Administration Program (APAP) and began planning activities for a second intake.

Managed the Aboriginal Management Development Program (AMDP) and began recruitment activities for a third intake of Aboriginal interns in partnership with sponsoring departments across the civil service.

Completed a survey for a new intake to the Executive Development Program for Women (EDPW).

Published the second edition of the "Anishinabe Wichitiwin", an aboriginal network directory for Aboriginal employees in the civil service.

Continued the ongoing review and improvement of the requirements for human resource reports produced by the SAP human resource management system.

Ongoing review and development of policies related to staffing, employment equity, human resource planning, and assessment.

Delivered established employment equity programs and activities, including Career Development Programs, Executive Development Program for Women and Aboriginal Development activities.

Continued development of human resource competencies profiles and development of a comprehensive skills inventory for the civil service using the framework of ACCESS*MB*CSC and undertook an evaluation of the capabilities within SAP modules for human resource planning.

Employee Assistance Program

Overview

The Employee Assistance Program (E.A.P.) is responsible for ensuring that self-referred civil servants receive help with a variety of personal and interpersonal problems impacting negatively on their home or work life. The program accomplishes this by providing counselling and interventions that address problems that interfere with effective work performance, (e.g. marital and family difficulties, psychological concerns such as stress, depression, and grief, as well as workplace conflicts, trauma and substance abuse).

Objectives

To assist employees in the stabilization of problems of a personal or interpersonal nature thereby deterring high costs associated with absenteeism, illness and poor morale.

Results

The E.A.P. experienced a total of 3,443 employee contacts inclusive of all clinical services as well as program management services. Data for the current year reflects a 9.8% increase in the number of new clinical service cases opened.

Utilization of all individual and group clinical services among civil servants of the Province of Manitoba is 12.3% for the current year. The average utilization for EAP's across Canada is estimated to be 7.0% - 7.5%.

OVERALL SUMMARY OF E.A.P. SERVICE
1997/98 to 2000/01

		1997/98	1998/99*	1999/00	2000/01
1)	**COUNSELLING CASES**				
	Open Cases at Start of Year	177	338	358	558
	Total Openings	722	1,200	1,338	1,466
	Single Contacts	592	-	-	-
	Total Cases	**1,491**	**1,538**	**1,696**	**2,024**
2)	**SPECIALIZED CLINICAL SERVICES EMPLOYEE CONTACTS**				
	Conflict Resolution-Mediation	117**	91	56	65
	Workplace Intervention Services	-	159	161	142
	Trauma Services	360	357	161	255
	Sexual Harassment Services	4	2***	13	22
	Total Contacts	**481**	**609**	**391**	**484**
3)	**PROGRAM MANAGEMENT SERVICES**				
	Education and Outreach	**1,136**	**1,168**	**426**	**699**
	E.A.P. Information Sessions	1,136	266	219	567
	Sexual Harassment	-	76	81	112
	Organizational Change	-	94	24	-
	Workplace Violence	-	64	20	20
	E.A.P. Supervisory Training	-	668	82	-
	Consultation	**592**	**220**	**276**	**236**
	Total Contacts	**1,728**	**1,388**	**702**	**935**
	Total E.A.P. Contacts (1 +2 +3)	**3,748**	**3,535**	**2,789**	**3,443**

* ***New format reflects re-design of E.A.P. Information systems and current data***

** ***Mediation numbers previously encompassed workplace intervention cases***

*** ***Counselling numbers encompass 12 cases of sexual harassment, 12 cases of personal harassment and one case of stalking.***

1C HUMAN RESOURCE MANAGEMENT SERVICES DIVISION

Expenditures by sub-appropriation	Actual 2000/01 $(000's)	FTEs	Estimate 2000/01 $(000's)	Variance Over(Under)	Expl. No.
Total Salaries	1,721.9	54.00	1,627.4	94.5	
Total Other Expenditures	661.3		650.4	10.9	1
Total Recoveries from Other Appropriations	(261.0)		(67.6)	(193.4)	1

Explanation:

1 *In 2000/01, the Civil Service Commission introduced the Voted Recovery Line to identify EAP recoveries separately from salaries and other expenditures. When the 2000/01 estimate figures were prepared, EAP's largest client contract had indicated they would possibly be changing service providers during the year. The Commission therefore reduced the projected amount to reflect the possible contract termination. The increase in the amount over the estimate is due to the client not terminating their contract until March 31, 2001.*

PART III

Civil Service Commission

Reconciliation Statement

$(000's)

Details	2000/01 Estimate
2000/01 Main Estimates	$2,955.4
Allocation of Funds from:	
- Internal Reform, Workforce Adjustment and General Salary Increases	475.0
2000/01 Estimate	**$3,430.4**

Department of Civil Service Commission
EXPENDITURE SUMMARY $(000's)
for the fiscal year ending March 31, 2001
with comparative figures for the previous fiscal year

Estimate 2000/01	Appropriation	Actual 2000/01	Actual 1999/2000	Increase (Decrease)	Expl. No.
	17-1 Civil Service Commission				
	(a) Executive Office				
$ 174.9	Salaries	$ 191.3	$ 165.9	$ 25.4	1
59.7	Other Expenditures	56.2	59.9	(3.7)	
	(b) Administrative Services				
597.0	Salaries	495.5	461.5	34.0	
287.5	Other Expenditures	186.2	234.2	(48.0)	
	(c) Human Resource Management Services				
1,627.4	Salaries	1,721.9	1,688.0	33.9	
650.4	Other Expenditures	661.3	464.8	196.5	2
(67.6)	Less: Recoverable from other appropriations	(261.0)	0.0	(261.0)	2
$ 3,329.3	**TOTAL 17-1**	**$ 3,051.4**	**$ 3,074.3**	**$ (22.9)**	
$ 101.1	17-2 Amortization of Capital Assets	$ 97.7	$ 107.9	$ (10.2)	
$ 101.1	**TOTAL 17-2**	**$ 97.7**	**$ 107.9**	**$ (10.2)**	
$ 3,430.4	**TOTAL 17**	**$ 3,149.1**	**$ 3,182.2**	**$ (33.1)**	

Explanations:

1 *Transition of Civil Service Commissioners in the last quarter of the year.*

2 *In 2000/01, a Voted Recovery line was added to the structure to reflect EAP's recovery dollars. In 1999/2000, these recovery dollars were included with Other Expenditures.*

Department of Civil Service Commission
REVENUE SUMMARY BY SOURCE $(000's)
for the fiscal year ending March 31, 2001 with comparative figures for the previous fiscal year

Actual 1999/00	Actual 2000/01	Increase (Decrease)	Source	Actual 2000/01	Estimate 2000/01	Variance	Expl. No.
			OTHER				
$128.7	$132.5	$3.8	(a) Sundry *	$132.5	$129.1	$3.4	1
$128.7	**$132.5**	**$3.8**		**$132.5**	**$129.1**	**$3.4**	

Explanation:

1 *Increase in revenue for 2000/01 is due to an increase in the number of employees within the Employee Assistance Program client base.*

* Sundry items include revenue from Employee Assistance Program services

Department of Civil Service Commission
FIVE YEAR EXPENDITURE AND STAFFING SUMMARY BY APPROPRIATION
for the years ending March 31, 1997 - March 31, 2001

	ACTUAL/ADJUSTED EXPENDITURES									
	1996/97		1997/98		1998/99		1999/2000		2000/01	
Appropriation	**FTEs**	**$(000's)**	**FTEs**	**$(000's)**	**FTEs**	**$(000's)**	**FTEs**	**$(000's)**	**FTEs**	**$(000's)**
Executive Office	3.00	202.4	3.00	203.7	3.00	215.2	2.00[6]	225.8	2.00	247.5
Administrative Services	15.00[1]	777.6	14.00[3]	691.9	14.00	636.8	14.00	695.7	14.00	681.7
Human Resource Management Services	43.00[2]	1,717.2	42.00[4]	1,890.0	48.00[5]	1,979.4	54.00[7]	2,152.8	54.00	2,122.2
Amortization of Capital Assets	-	-	-	-	-	-	-	107.9[8]	-	97.7
TOTALS	**61.00**	**$ 2,697.2**	**59.00**	**$ 2,785.6**	**65.00**	**$ 2,831.4**	**70.00**	**$ 3,182.2**	**70.00**	**$ 3,149.1**

Explanations:

1 *Transfer of 2.00 FTEs from OSD to Administrative Services on a full cost recovery basis.*
2 *Establishment of 12.00 FTEs for the Management Internship Program.*
3 *Reduction of 1.00 FTE - computer programmer position.*
4 *Reduction of 1.00 FTE - administrative position.*
5 *Increase of 6.00 FTEs for the Management Internship Program.*
6 *Reduction of 1.00 FTE in Executive Office – Secretary, CSC.*
7 *Establishment of 6.00 FTEs for the introduction of the Aboriginal Public Administration Program (APAP).*
8 *Introduction of Amortization of Capital Assets.*

PART IV
Appendicies

EMPLOYMENT STATISTICS
TOTAL NUMBER OF CIVIL SERVICE EMPLOYEES AT FISCAL YEAR END 1999-2000-2001

DEPARTMENT	MARCH 1999	MARCH 2000	MARCH† 2001	NOTES
ABORIGINAL & NORTHERN AFFAIRS	72	72	69	
AGRICULTURE & FOOD	429	427	414	
CIVIL SERVICE COMMISSION	71	81	64	1
COMMUNITY SUPPORT PROGRAMS	3	2	2	
CONSERVATION	–	–	917	2
Former Department of Natural Resources	776	747	n/a	
Former Department of Environment	164	162	n/a	
CONSUMER & CORPORATE AFFAIRS	387	389	378	
CULTURE, HERITAGE & TOURISM	319	325	328	3
Former Senior's Directorate	12	10	n/a	
EDUCATION, TRAINING & YOUTH	863	884	849	
EXECUTIVE COUNCIL	43	37	35	
FAMILY SERVICES & HOUSING	–	–	1,843	4
Former Department of Family Services	1,587	1,702	n/a	
Former Department of Housing	88	88	n/a	
FINANCE	390	402	450	1
HEALTH	1,040	1,109	1,088	
HEALTHY CHILD INITIATIVE	1	4	13	
INDUSTRY, TRADE & MINES	170	161	221	5
Former Department of Energy & Mines	146	144	n/a	
INTERGOVERNMENTAL AFFAIRS	–	–	291	6
Former Department of Rural Development	287	282	n/a	
Former Department of Urban Affairs	13	11	n/a	
JUSTICE	2,003	2,575	2,684	
LABOUR & IMMIGRATION	251	257	299	7
LEGISLATION	78	131	143	
SPORT	1	1	0	
STATUS OF WOMEN	13	14	12	
TRANSPORTATION & GOVERNMENT SERVICES	–	–	1,876	8
Former Department of Government Services	866	871	n/a	
Former Department of Highways & Transportation	1,034	1,027	n/a	
TOTAL	**11,107**	**11,915**	**11,976**	

NOTE: The above figures include regular, term and technical employees.
It does not include departmental (time certificate or casual), contract and sessional.

CONTRACT EMPLOYMENT	39	39	34
DEPARTMENTAL & CASUAL EMPLOYEES	2,159	1,519	1,421
GRAND TOTAL	**13,305**	**13,473**	**13,431**

† ***Note:*** *Statistics prepared from SAP report as of March 31, 2001.*

1 Labour Relations Division transferred to Treasury Board Secretariat, Department of Finance.
2 New Department formed by combining the Department of Natural Resources, Department of Environment and the Petroleum & Energy section of the Department of Energy & Mines.
3 Tourism Division and the Seniors Directorate transferred to Culture, Heritage & Tourism. Immigration Division transferred to the Department of Labour.
4 New Department created by combining the Department of Family Services and the Department of Housing.
5 The Department of Energy & Mines transferred to the Department of Industry, Trade & Mines except for the Petroleum & Energy section and the Tourism Division transferred to the Department of Culture, Heritage & Tourism.
6 New Department created by combining the Department of Rural Development and the Department of Urban Affairs.
7 Immigration Division transferred to the Department of Labour.
8 New Department created by combining the Department of Highways & Transportation and the Department of Government Services.

COMPARATIVE EMPLOYMENT FOR ALL EMPLOYEES

DEPARTMENT	MARCH 1999	MARCH 2000	MARCH† 2001	NOTES
ABORIGINAL & NORTHERN AFFAIRS	73	72	71	
AGRICULTURE & FOOD	473	468	444	
CIVIL SERVICE COMMISSION	67	75	59	1
• ORGANIZATION & STAFF DEVELOPMENT	5	6	5	
COMMUNITY SUPPORT PROGRAMS	3	2	2	
CONSERVATION	--	--	1,119	2
• PINELAND FOREST NURSERY	24	49	28	
• *Former* Department of Natural Resources	1,034	1,004	n/a	
• *Former* Department of Environment	168	164	n/a	
CONSUMER & CORPORATE AFFAIRS	133	131	129	
• MANITOBA SECURITIES COMMISSION	29	33	33	
• THE COMPANIES OFFICE	32	34	33	
• THE PROPERTY REGISTRY	163	164	154	
• VITAL STATISTICS	34	32	32	
CULTURE, HERITAGE & TOURISM	337	329	341	3
• *Former* Senior's Directorate	12	10	n/a	
EDUCATION, TRAINING & YOUTH	913	913	852	
• MANITOBA TEXTBOOK BUREAU	11	11	10	
• MERLIN	13	16	16	
EXECUTIVE COUNCIL	43	37	35	
FAMILY SERVICES & HOUSING	--	--	1,921	4
• *Former* Department of Family Services	1,695	1,788	n/a	
• *Former* Department of Housing	88	89	n/a	
FINANCE	424	417	459	1
HEALTH	1,168	1,141	1,144	
HEALTHY CHILD INITIATIVE	2	5	13	
INDUSTRY, TRADE & MINES	180	172	221	5
• *Former* Department of Energy & Mines	150	145	n/a	
INTERGOVERNMENTAL AFFAIRS	--	--	293	6
• *Former* Department of Rural Development	292	284	n/a	
• *Former* Department of Urban Affairs	13	11	n/a	
JUSTICE	2,432	2,527	2,645	
• CIVIL LEGAL SERVICES	48	51	53	
• OFFICE OF THE PUBLIC TRUSTEE	81	76	78	
LABOUR & IMMIGRATION	214	211	255	7
• OFFICE OF THE FIRE COMMISSIONER	47	50	50	
LEGISLATION	79	21	n/a	8
• ELECTIONS MANITOBA	--	60	59	
• OFFICE OF THE CHILDREN'S ADVOCATE	--	--	7	
• OMBUDSMAN	--	24	24	
• OTHER NON CORE ENTERPRISES	--	--	18	
• PROVINCIAL AUDITOR'S OFFICE	45	39	42	
SPORT	1	1	0	
STATUS OF WOMEN	15	14	12	
TRANSPORTATION & GOVERNMENT SERVICES	--	--	2,597	9
• EMERGENCY EXPENDITURES	--	--	16	
• FLEET VEHICLES	59	50	49	
• LAND MANAGEMENT SERVICES	36	29	27	
• MAIL MANAGEMENT AGENCY	33	27	31	
• MATERIALS DISTRIBUTION	46	51	54	
• *Former* Department of Government Services	780	789	n/a	
• *Former* Department of Highways & Transportation	1,810	1,851	n/a	
TOTAL	**13,305**	**13,473**	**13,431**	

† *Note: Statistics prepared from SAP report as of March 31, 2001. The above figures include regular, term, technical, contract, departmental and casual employees.*

1 Labour Relations Division transferred to Treasury Board Secretariat, Department of Finance.
2 New Department formed by combining the Department of Natural Resources, Department of Environment and the Petroleum & Energy section of the Department of Energy & Mines.
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4 New Department created by combining the Department of Family Services and the Department of Housing.
5 The Department of Energy & Mines transferred to the Department of Industry, Trade & Mines except for the Petroleum & Energy section and the Tourism Division transferred to the Department of Culture, Heritage & Tourism.
6 New Department created by combining the Department of Rural Development and the Department of Urban Affairs.
7 Immigration Division transferred to the Department of Labour.

GOVERNMENT OF MANITOBA
TOTAL COMPETITIONS

	Fiscal Year 1998-1999	Fiscal Year 1999-2000	Fiscal Year 2000-2001	NOTES
ABORIGINAL & NORTHERN AFFAIRS	7	3	4	
AGRICULTURE & FOOD	35	22	12	
CIVIL SERVICE COMMISSION	9	5	3	
CONSERVATION	--	--	23	1
Former Department of Natural Resources	54	63	n/a	
Former Department of Environment	7	0	n/a	
CONSUMER & CORPORATE AFFAIRS	23	21	15	
CULTURE, HERITAGE & TOURISM	9	12	6	2
Former Senior's Directorate	0	1	n/a	
EDUCATION, TRAINING & YOUTH	86	46	60	
EXECUTIVE COUNCIL	1	4	0	
FAMILY SERVICES & HOUSING	--	--	86	3
Former Department of Family Services	149	77	n/a	
Former Department of Housing	10	2	n/a	
FINANCE	15	38	29	
HEALTH	82	37	45	
HEALTHY CHILD INITIATIVE	--	--	1	
INDUSTRY, TRADE & MINES	14	3	5	4
Former Department of Energy & Mines	6	7	n/a	
INTERGOVERNMENTAL AFFAIRS	--	--	18	5
Former Department of Rural Development	14	12	n/a	
Former Department of Urban Affairs	1	2	n/a	
JUSTICE	156	102	93	
LABOUR	10	0	3	
LEGISLATION	3	6	3	
STATUS OF WOMEN	0	0	0	
TRANSPORTATION & GOVERNMENT SERVICES	--	--	97	6
Former Department of Government Services	44	53	n/a	
Former Department of Highways & Transportation	80	87	n/a	
TOTAL GOVERNMENT	**815**	**603**	**503**	

Notes:

1 New Department formed by combining the Department of Natural Resources, Department of Environment and the Petroleum & Energy section of the Department of Energy & Mines.

2 Senior's Directorate transferred to Department of Culture, Heritage & Tourism.

3 New Department formed by combining the Department of Family Services and the Department of Housing.

4 Department of Energy & Mines transferred to Industry, Trade & Mines, except for Petroleum & Energy section.

5 New Department formed by combining the Department of Rural Development and the Department of Urban Affairs.

6 New Department formed by combining the Department of Highways & Transportation and the Department of Government Services.

APPLICANTS BY CATEGORY
Fiscal Year 2000 - 2001

❖ **Total Number of Applicants**

Male	Female	In-Service	Out-Service
4,653	7,745	2,921	9,477

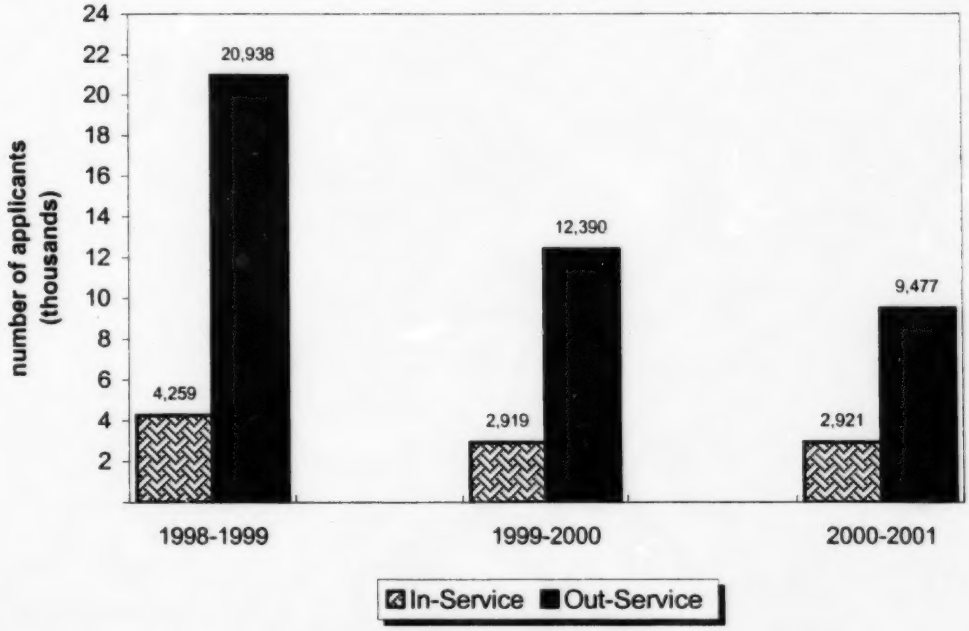
❖ **Total Number Of Applicants Interviewed**

Male	Female	In-Service	Out-Service
968	1,830	1,102	1,696

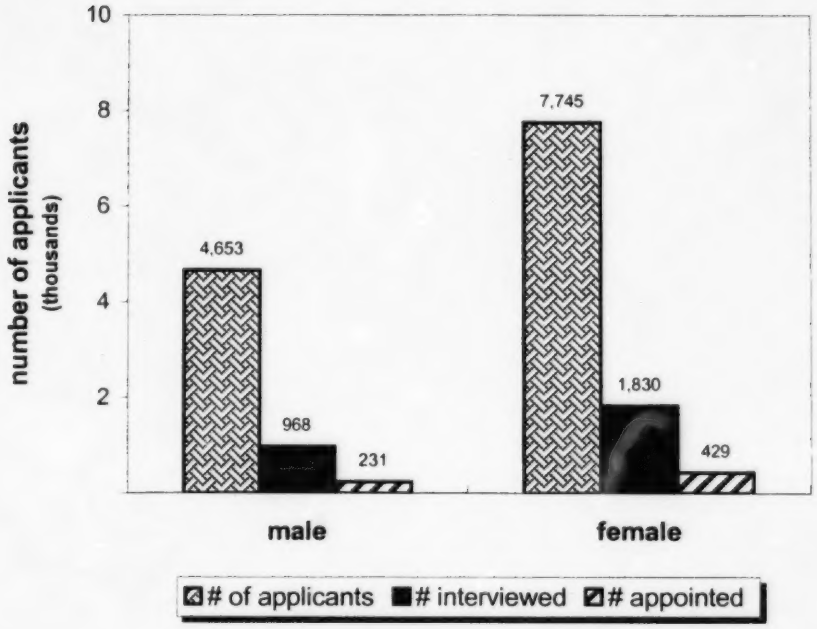
❖ **Total Number of Applicants Appointed**

Male	Female	In-Service	Out-Service
231	429	332	328

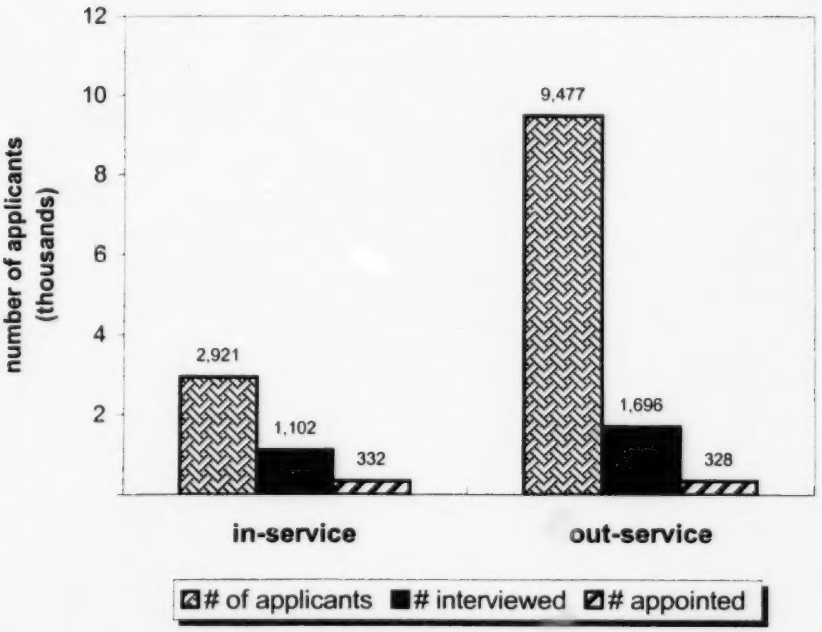
APPLICANTS
COMPARATIVE TOTALS



APPLICANTS BY CATEGORY
For the 2000-2001 fiscal year
Male/Female



APPLICANTS BY CATEGORY
For the 2000-2001 fiscal year
In-Service/Out-Service



AVERAGE APPLICANTS PER COMPETITION